


Meeting Procedures

Robert's Rules of Order


Etiquette

- ▶ Traditionally, when discussion occurs, a person wishing to speak should raise a hand and be recognized by the chair. A member who wishes to speak next must first wait until the current speaker has concluded his or her remarks before raising a hand for recognition.
 - ▶ If observers are given the opportunity to speak, they should state their names before making any remarks. If a name is not given, the chair should request that the person state his or her name, and then begin again. Board members are not to engage in conversation with observers during the meeting unless the observers have been recognized by the chair.
 - ▶ Regular attendance is essential to keep members current on concerns and issues facing the board, and to ensure that decisions reflect the opinions of the board as a whole. A board member may forfeit his or her position on the board as a result of poor attendance. In addition to regular attendance, it is important that board members make every effort to return to the meetings at scheduled times so that public attendees are not kept waiting.
 - ▶ Adequate preparation is a must. Please review all materials provided by staff before each board meeting. Staff will make available any additional material you might need to make appropriate decisions.
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Motions

- ▶ Motions are the means by which members bring business before a meeting
 - Formally, a member raises a hand and addresses the chair by title, such as “Mr. chair or Madam chair.”
 - The chair recognizes the member by name. At this time, the member is said to “have the floor,” which gives an opportunity to address the meeting.
 - At this point, the member states the motion by saying, “I move....” Another member will second the motion. After the motion is seconded, the chair states the motion and opens the meeting for discussion.
 - If the chair believes the motion is unclear before it has been seconded, he can suggest modification or clarification to the wording. The modified motion is stated, and the chair asks the mover of the motion if original intent has changed. In the event the motion was seconded, the member who seconded it must agree to withdraw his second before any changes can be made.

Motions (continued)

- After discussion has been completed, the chair states, “Is there any further discussion?” If there is none, then a vote is taken. The results are announced as “The motion is carried” or “The motion is defeated.”
 - If a motion has been adopted, but more information is obtained and needs to be presented, members have the option to reconsider a motion. In effect, this recalls the motion to the floor for additional discussion and another vote.
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Motion Script


- ▶ An example of a script for proceeding with a motion:
 - Member A obtains the floor and states the motion.
 - Member B seconds the motion.
 - The board chair states the motion again to enable the secretary or board staff to accurately record it and for the audience and membership to hear it clearly. An example of this could be, “The motion under consideration is...”
 - The board chair yields the floor for Member A with the question, “Member A, do you have any debate?”
 - The board chair asks if the membership has any questions for Member A.
 - When there are no more questions for Member A, the board chair invites debate.
 - Members should raise their hands to be acknowledged.
 - Members should rise before speaking.
 - The floor should not be yielded to someone who speaks out of turn.
 - When the debate has concluded, the board chair states “The debate is closed,” or something to that effect.
 - The board chair asks the secretary to read the motion.
 - The board chair calls for those in favor and those apposed. If the motion passes, the board chair states, “The motion is carried.”

Committees

▶ Forming Committees

- Members may be elected or appointed to committees. Traditionally, standing committees are terminated when the officers with whom they serve go out of office. Standing committees can have staggered terms to retain continuity. The chair can also appoint ad hoc committees for specific projects.


Committee reports (continued)

- ▶ A final report that has an impact on a large number of people, or pertains to serious matters, should contain a recommendation. The recommendation should appear at the end of the report in the form of a resolution. A resolution, the formal opinion of the committee, should clearly state to whom it is addressed, and should be a definitive statement that includes an opinion and an appeal for remedy. Resolutions commonly begin with “Whereas...” and may contain as many “whereas” clauses as is needed and end with “Therefore, be it resolved that....”
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Committee Reports

- ▶ Committee reports should be submitted in writing approximately 4 weeks before the board meeting.
 - Reports can be submitted to the board for 2 purposes:
 - 1) for information only no action required – for progress reports – general information
 - 2) For action – The committee recommends.....
- ▶ Once a final report is prepared, the committee chair, or member giving the report, moves for the adoption of the report and its recommendation. If it appears that more work needs to be done on the report, the mover of the motion is permitted to withdraw the motion for adoption. A motion is then given to file the report.

Starting the meeting

- ▶ The board chair (chair) calls the meeting to order.
 - ▶ The chair or staff introduces any visitors.
 - ▶ The chair asks for or announces any changes to the agenda.
 - The chair asks for a motion to approve the order of the agenda as presented/amended.
 - ▶ The chair asks for or announces any changes to the minutes from the last meeting.
 - The chair asks for a motion to approve the minutes from the last meeting as presented/amended.
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Business

- ▶ Rule Adoptions/Hearings/Public Presentations
 - Open public input is given. The board chair can choose to set aside specific time on the agenda or include it during the applicable agenda item.
- ▶ New Business
 - New business is conducted – agenda items for new business should be submitted to board staff 4 weeks in advance of the meeting.
- ▶ Old Business
 - Unfinished business is discussed–this can include postponed motions or action items, and correspondence referring to old business.
- ▶ Other Business
 - Place holder for anything that may have been added to the agenda not fitting neatly into another category.

Complaint Investigations

- ▶ Files for review/cases for closure
 - The case manager presents their recommendation for closure.
 - All of the respondent's personally identifying information is omitted from the presentation.
 - If needed the board may ask for more information from the case manager and program staff.
 - If needed, the board may ask to enter into a closed session to consider the case manager's recommendation.
 - The chair asks for a motion and the board either accepts or rejects the case manager's recommendation.

Any actions taken in closed session must be reported for the record once the session has reconvened.



Legal Issues and/or Deliberations

- ▶ Orders to be presented
 - The board's executive director/administrator reads the order into the record.
 - The program's prosecution team may present information to the board.
 - If needed, the board may enter into a closed session to deliberate their verdict.
 - Default orders may be amended without notice to the respondent.
 - Agreed orders may not be amended without the consent of the respondent.
 - The chair asks for a motion and the board either approves or rejects the order.

Any actions taken in closed session must be reported for the record once the open session has reconvened.



Disciplinary and Investigation Items

▶ Reports

- Closed session deliberation report
 - Formal report of actions taken in closed session.
- Current cases disciplinary report
 - Paper report of current open cases for the board's information only.
- Disciplinary sanctions report
 - Paper report of board sanction history for the board's information only.

Other reports

- ▶ Assistant Attorney General's report
 - The advising attorney may present information to the board.
- ▶ Staff/Administrator Reports
 - Board staff (administrator or program manager) report administrative information.

Ending the meeting

- ▶ The board reviews the action items from the meeting.
- ▶ The chair calls for motions that were not previously served.
- ▶ Closing the meeting
 - As long as there is no further business and no objections the chair may close the meeting without a motion.